

BID NOTICE  
Date Issued: April 1, 2013

DHMH/OHS0001

Department of Health and Mental Hygiene  
DHMH, Office of Health Services, Division of Evaluation and Service Review  
Services (AERS)  
201 W. Preston Street, Room 120, Baltimore, MD 21201

**Title of Services:** The Office of Health Services, Division of Evaluation and Service Review Services (AERS) conference.

**Brief Description of Services:**

The Office of Health Services (OHS), Division of Evaluation and Service Review (DESR) is coordinating a conference for the Adult Evaluation and Review Services (AERS), which consists of about 125 Nurses and Social Workers from the 24 Local Health Departments. Other inter/intra office professionals will be invited. The conference is scheduled for May 21, 2014, from 8:00 am to 3:30 pm.

**The vendor shall provide the following:**

1. Conference room and facilities for 125 participants
2. Morning refreshments, example bagels and spreads, fruits, coffee, tea, assorted juices. Replenish coffee, hot water for tea, once mid-morning.
3. Lunch, ex. entree/sandwiches with vegetarian option, side dish, salad, beverages, dessert/fresh fruit, coffee.
4. Afternoon break, ex. peanuts, pretzels, cookies, etc. assorted cans of soda, pitchers of iced water.
5. An educational coordinator to assist in the planning and developing of the course agenda/program. The tentative course title is "Caring for Adults in the Community."
6. Multidisciplinary team of instructors/lecturers/facilitators (MD, RN, SW and/or psychologist) who are experienced in self direction and attending to their conference needs such as:
  - a. photocopying any handouts (instructors to provide the handouts) for the instructors and arranging them in a folder for distribution on day of conference or as specified by the instructors
  - b. arranging for audiovisuals needed by the instructors for instructional purposes.

7. AV equipment as requested by instructors.
8. Pre-registration functions such as:
  - a. drafting, typing, photocopying brochures (program), directions and pre-registration forms,
  - b. mailing the pre-registration packet to approximately 50 addresses, no later than May 10, 2014
  - c. receiving and monitoring response to the pre-registration and updating the Division of Evaluation and Service Review on the number of registrants
  - d. providing the Division of Evaluation and Service Review with the final number of pre-registrants by May 10, 2014
  - e. contacting the caterers and the contact person for the conference room and AV equipment if for some reasons (ex. lack of registrants) the conference has to be cancelled, within the time frame specified that cancellation will be accepted without costs to the Division of Evaluation and Service Review.
  - f. supplying and preparing folders, name tags, pens, and writing pads for day of conference
9. Staff support for conference registration (May 21, 2014), to check and register attendees from the list of pre-registrants, hand out folders, communicate with caterer, resolve issues that arise at day of conference, ex problems with AV equipments, seminar room temperature, etc. Registration begins at 8:00 am on May 21, 2014. The conference ends at 3:30 pm.
10. Arrange for (with the Board of Nursing and Board of Social Work) and provide CEU's and/or certificates for registrants upon completion of the course (registrants are RNs and SW)
11. Other administrative duties such as:
  - a. faculty evaluation
  - b. maintain course record for 6 years
  - c. summary meeting and reviewing course evaluation with the Nurse Consultant and with the Division Chief of the Division of Evaluation and Service Review.
  - d. Submission of invoice to Kevin Patterson, Division Chief, DESR. Invoice needs to include the successful vendor's federal tax identification number and the purchase order number.

**The Procurement Method:** Small Procurement

**Procurement Officer:** Rosetta Sabb  
DHMH, Office of Health Services  
410-767-3520  
410-333-5154 (fax)

**If you have questions please contact:**

Kevin Patterson  
Office of Health Services, Division of Evaluation and Service Review  
201 W. Preston Street, Room 120, Baltimore, MD 21201  
410-767-6769  
410-333-5213(fax)

**Bids must be received no later than:** 12:00 Noon April 4, 2014  
DHMH - OHS - Program Support Services  
201 W. Preston Street, Room 128  
Baltimore, Maryland 21201

**Please fax to:** Rosetta Sabb, Procurement Officer  
DHMH, Office of Health Services (OHS)  
410-333-5154

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO PARTICIPATE IN THIS  
SOLICITATION PROCESS**

**BID PAGE**

Title: Department of Health and Mental Hygiene, Office of Health Services, Division of  
Evaluation and Service Review Services  
AERS Conference - May 21, 2014

**Procurement I.D. Number:** DHMH/OHS0001

**Vendor Name:** \_\_\_\_\_

**Vendor Address:** \_\_\_\_\_

\_\_\_\_\_  
**Contact Name:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**FEIN Number:** \_\_\_\_\_

**TOTAL BID PRICE**      \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date